

**RULES  
FOR  
COUNTY ELECTION COMMISSIONERS  
TRAINING**

**(Effective December 1, 2005; Revised September 25, 2009)**



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## Scope of Rules

These rules will set forth the procedures for training members of the county boards of election commissioners in the 75 counties in the State. These rules are in addition to and not a substitute for the laws of the State of Arkansas.

## §700 Definitions

- (a) **County Board of Election Commissioners** – the three-member board in each of the 75 counties in this State consisting of local election officials responsible for conducting all elections within their respective county, including one (1) member selected by the county committee of the majority party (generally the county committee chair), one (1) member selected by the county committee of the minority party (generally the county committee chair), and a third member selected by the county committee of the majority party at the same time as the election of party officers.<sup>1</sup>
- (b) **Election Official** – a person who is a member of the county board of election commissioners or a person who is a poll worker designated by a county board of election commissioners to be an election clerk, election judge, or election sheriff.<sup>2</sup>
- (c) **Primary Election** – any election held by a political party in the manner provided by law for the purpose of selecting nominees of the political party for certification as candidates for election at any general or special election in this state.<sup>3</sup>

## §701 Qualifications of a Member of the County Board of Election Commissioners

The qualifications<sup>4</sup> of a member of the county board of election commissioners as determined by the General Assembly<sup>5</sup> are as follows:

- 1) Must be a qualified elector of this state;
- 2) Must be able to read and write the English language;
- 3) Must be a resident of the county in which he or she serves at the time of his or her appointment or election;
- 4) Must not have been found guilty or pled guilty or nolo contendere to the violation of any election law of this state;
- 5) Must not be a paid employee of any political party;
- 6) Must not be a paid employee of any person running for any office on the county's ballot;
- 7) Must not participate in any campaign for persons listed on the county's ballot, except for making financial contributions;

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<sup>1</sup> A.C.A. § 7-4-102(a)

<sup>2</sup> A.C.A. § 7-1-101(10), as amended by Acts 659, 959, and 1480 of 2009

<sup>3</sup> A.C.A. § 7-1-101(24), as amended by Acts 659, 959, and 1480 of 2009

<sup>4</sup> A.C.A. § 7-4-109

<sup>5</sup> Art 3, § 10 of the Arkansas Constitution, as amended by Amendment 85

- 8) Must not be employed with a company that has any business dealings, contracts, or pending contracts with the county board of election commissioners at the time of his or her appointment to the county board;
- 9) Must not be a candidate for any office to be filled at an election while serving on the county board, except for appearing on the ballot as a candidate for a position in his or her political party; and
- 10) Must not be married to or related within the second degree of consanguinity to any candidate running for office in the current election if objection to the service is made to the county board of election commissioners within ten (10) calendar days after the posting of the list of election officials.

### **§702 Required Training**

Each member of the county boards of election commissioners shall:

- 1) Attend election training conducted by the State Board of Election Commissioners prior to a regularly scheduled preferential primary election;<sup>6</sup> and
- 2) Attend additional interim training, if deemed necessary and appropriate by the State Board.

### **§703 Certification and Compensation**

Upon completion of training conducted by the State Board of Election Commissioners:

- 1) Certification, valid for a period of two (2) years, shall be issued by the State Board to each county election commissioner who successfully completes the training program.
- 2) Each county election commissioner attending the training is eligible to receive \$100, plus mileage reimbursement at the rate established for state employees by state travel regulations;<sup>7</sup> and
- 3) Election commissioner training compensation will be paid by the State Board to the County Treasurer upon receipt from the county of the reporting form approved and provided by the State Board to the county for that purpose.

Attendance by county election coordinators is optional, and compensation for attending training will not be provided by the State Board.

### **§704 Noncompliance**

The State Board may withhold funding for county election commissioner training attendance from any county that fails to comply with the rules and guidelines developed by the State Board

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<sup>6</sup> A.C.A. § 7-4-109(e)(1)

<sup>7</sup> A.C.A. § 7-4-109(e)(2)

for the administration of election commissioner training, until all requirements are met to the satisfaction of the State Board.<sup>8</sup>

### **§705 Training Materials**

The State Board of Election Commissioners will provide training materials to each county election commissioner attending training.

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<sup>8</sup> A.C.A. § 7-7-201(b)(3)